

UTAH CANCER ACTION NETWORK (UCAN) BYLAWS

ARTICLE I - NAME

The name of this Coalition is Utah Cancer Action Network (UCAN).

ARTICLE II - AUTHORITY

The Utah Cancer Action Network (UCAN) operates under all of the provisions of its Bylaws together with all amendments to the Bylaws.

ARTICLE III - PURPOSE

MISSION:

The mission of UCAN is to reduce cancer incidence and mortality in Utah.

VISION:

Every Utahn will have the opportunity for evidence-based cancer prevention, state-of-the-art detection and treatment, and the highest possible quality of life provided through objectives and strategies contained in the comprehensive cancer prevention and control plan.

GUIDING PRINCIPLES:

We value our coalition partners and believe that by collaborating we can accomplish more together than we can accomplish alone to reduce the burden of cancer in Utah.

We support data-driven and evidence-based approaches to address cancer control across the cancer care continuum.

We value reaching out to and engaging all Utahns.

We believe that patients and their families must be empowered to make decisions based on information presented and shared in a manner they can understand.

We support equal access to cancer services for all Utahns.

We support the elimination of fragmented care for cancer patients.

We support efforts to more effectively and equitably use public and private resources to continuously, transparently, and measurably decrease suffering from cancer.

We believe in using population-based approaches and changes based on a systems perspective to help reduce the burden of cancer.

We are collectively accountable for the implementation and success of Utah's Comprehensive Cancer Prevention and Control Plan.

We believe that moving Utah’s Comprehensive Cancer Prevention and Control Plan to action will require robust, visionary leadership, broad-based commitment, and sound stewardship of resources.

ARTICLE IV - MEMBERSHIP

- Section 1** Membership is open to any person/organization who is interested in reducing the burden of cancer in Utah and meets all membership requirements.
- Section 2** UCAN membership is accomplished by completing the UCAN Commitment Form.
- Section 3** UCAN membership will not be denied because of race, religion, gender, sexual orientation, national origin, disability, or political affiliation.

ARTICLE V – EXECUTIVE COMMITTEE

- Section 1** The UCAN Executive Committee consists of the officers, two directors at large, a Utah Department of Health representative, and the chairs of each implementation team.
- Section 2** The Executive Committee manages the affairs of UCAN. Appointments by the Chair are subject to approval by a simple majority of the Committee.
- Section 3** The Executive Committee meets quarterly. The meeting may be conducted by conference call or by other electronic methods if needed. Special meetings of the Executive Committee may be called by the Chair or three (3) members of the Committee. Each Executive Committee member will be given written, verbal, or electronic media notice of the time, place, and purpose of each meeting.
- Section 4** A simple majority of Executive Committee members constitutes a quorum for the transaction of business. A vote by verbal, written, or electronic media may be taken when necessary. Each member of the Executive Committee has one vote.
- Section 5** All Executive Committee meetings are open to members. If a member has a concern or an agenda item they want the Executive Committee to consider, the member is responsible to inform the UCAN chair in written or electronic form at least seven days prior to the meeting. The member informs the Chair of the concern, and the Chair places the item on the agenda for the next meeting. The Executive Committee meeting dates and times will be communicated to members who have submitted specific concerns or agenda items.

Section 6

- A. All Executive Committee members are expected to attend 75% of all Executive Committee meetings. Meeting attendance will be recorded and reported to the Executive Committee annually.
- B. Any Executive Committee member may resign at any time by giving written notice to the Chair.
- C. The Executive Committee may call a special meeting for removal of appointed or elected officers deemed to not be fulfilling the duties of the office. Written notice of this meeting will be given to UCAN membership. Simple majority vote by general membership present will decide the outcome.

ARTICLE VI - OFFICERS

Section 1 This organization shall have no paid officers or directors.

Section 2 Officers of UCAN consist of a chair-elect, chair, and immediate past chair.

Section 3 **Eligibility:**

- A. The Chair-elect will be nominated annually and will preferably have previous experience serving on the UCAN Executive Committee. The Chair-elect is a three year commitment.
- B. Committee members assume their duties beginning July 1.

Section 4 The duties of the officers are as follows:

- A. The chair performs all duties that are usual to this office. The chair presides at all general meetings of UCAN and the UCAN Executive Committee. The chair provides a coalition status report, including actions of the Executive Committee, during the UCAN quarterly general meetings. The chair is an ex-officio member of all standing implementation teams.
- B. The chair-elect performs the duties of the chair in the event of the chair's temporary absence. The chair-elect performs duties as assigned by the chair and prepares for the duties of the office of chair. In the event the chair cannot fulfill his/her term of office, the chair-elect completes the unexpired term of the chair prior to beginning their own elected term.
- C. The immediate past chair provides advice, continuity, and assists the chair in serving as a mentor to the chair-elect
- D. The two directors-at-large represent the UCAN general membership as members of the Executive Committee.

- E. In the event of a vacancy in the directors-at-large office, the chair, within 30 days, names a successor to complete the term of office. The Executive Committee approves the nominee at the next executive meeting. The Executive Committee will call a special election in the event of a vacancy in the chair-elect.

ARTICLE VII – IMPLEMENTATION TEAMS

- Section 1** UCAN has seven Implementation Teams as defined by *Utah's Comprehensive Cancer Prevention and Control Plan*. They are: Cancer Morbidity & Mortality, Advocacy and Public Policy, Primary Prevention and Awareness, Early Detection and Treatment, Survivorship and Quality of Life, Professional Education and Practice, and Data Acquisition, Utilization, & Management. These teams are supported by the staff from the Utah Department of Health's Cancer Control Program.
- A. Implementation team chairs will assume office at various times depending on when chairs resign and new chairs are appointed.
- B. The chair prepares annual goals for implementation team activities, and submits this information to the Executive Committee for approval.
- C. The chair presents a summary of accomplishments, based upon pre-established goals as outlined in *Utah's Comprehensive Cancer Prevention and Control Plan*, to members annually during the UCAN General Meeting.
- D. Implementation teams are responsible for specific goals included in the work plan. Annual progress reports will be presented during the UCAN General Meeting.

ARTICLE VIII - SPECIAL INTEREST GROUPS

- Section 1** The Executive Committee has established special interest groups to work on special projects as needed. The Executive Committee establishes the functions of these groups, which operate under the general direction and supervision of the Executive Committee. Time frames in which special interest groups operate are established by the Executive Committee.
- Section 2** The chairs of all special interest groups are appointed by the UCAN Chair, subject to Executive Committee approval.
- Section 3** The chair of each special interest group reports action items at scheduled Executive Committee meetings.

- Section 4** The chair of each special interest group is not a voting member of the Executive Committee.
- Section 5** Special interest groups may disband upon completion of their designated function or project.

ARTICLE IX - ELECTIONS

- Section 1** The Executive Committee prepares a slate of candidates to run for elected office. Candidates must be current UCAN members in good standing. A biographical sketch of each candidate's professional activities and services to UCAN accompany each ballot.
- Section 2** Election of officers shall be by electronic media ballot. Ballots setting forth the slate of nominees shall be sent by electronic media, sixty (60) days in advance of the July General Membership Meeting by the Executive Committee, to each member eligible to vote. Ballots will be sent to each member's last recorded e-mail address. Completed ballots must be returned within thirty (30) days of the notification date.
- Section 3** The ballot itself is anonymous to members of the Executive Committee. Voter eligibility must be verified before accepting a return ballot.
- Section 4** Each officer is elected by a simple majority of the votes cast. A tie vote will be decided by lot as determined by the Executive Committee.

ARTICLE X - MEETINGS

- Section 1** Regular Executive Committee meetings and special Executive Committee meetings are held as detailed in Article V Section 3. The membership is notified of regular and special Executive Committee meetings by means of the written or electronic communication.
- Section 2** General membership meetings are held four (4) times per year. The annual business meeting is considered a general membership meeting and is held each year in July for the purpose of announcing newly elected and appointed officers and Executive Committee members, and providing a state of the coalition report to the membership. Notice of the annual business meeting is via electronic media to each member, at least sixty (60) days prior to the meeting.
- Section 3** Councils and Special Committees meet as frequently as deemed necessary by the Chair, or as directed by the Executive Committee.

ARTICLE XI - REPRESENTATIVES TO THE COMPREHENSIVE CANCER CONTROL LEADERSHIP INSTITUTE AND WORKSHOPS

Section 1 The Chair, Chair Elect, and Comprehensive Cancer Control Coordinator will be invited to attend the Comprehensive Cancer Control Leadership Institute on a biannual basis.

ARTICLE XII – BYLAWS

Section 1 Members may submit bylaw changes to the UCAN Chair who then takes proposals to the Executive Committee.

Section 2 The Executive Committee reviews recommendations of the Chair and, if approved, submits changes to members for modification of the bylaws.

Section 3 The bylaws are modified and approved by a simple majority vote of those voting. At least ten (10) days notice is given to the membership of proposed changes prior to voting. Bylaws take effect immediately upon approval.

Section 4 A petition by a two thirds (2/3) majority of full membership may place changes in bylaws for vote.

ARTICLE XIII - USE OF ELECTRONIC COMMUNICATION

Any action to be taken or notice delivered under these bylaws may be taken or transmitted by electronic mail or other electronic means. Any other action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.